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**STATE OF NEVADA**  
**DEPARTMENT OF EDUCATION**  
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**UNCLASSIFIED JOB ANNOUNCEMENT**

Posted – February 15, 2022

**EXECUTIVE ASSISTANT TO THE SUPERINTENDENT OF PUBLIC INSTRUCTION  
NEVADA DEPARTMENT OF EDUCATION**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Superintendent of Public Instruction.

**AGENCY RESPONSIBILITIES:**

The Nevada Department of Education (NDE) is an executive state agency that works to provide comprehensive pre-K-12 programs and supports. NDE develops and implements education policy, conducts educator licensure, and supports students, families, schools, educators, and districts via programmatic and technical supports. This work supports our mission to improve student achievement and educator effectiveness by ensuring opportunities, facilitating learning, and promoting excellence. NDE is seeking an Executive Assistant who will work under limited supervision and directly support the State Superintendent of Public Instruction.

**APPROXIMATE ANNUAL SALARY:**

Up to \$63,340.00 plus benefits \* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

**BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

**POSITION DESCRIPTION:**

This position serves as the direct administrative support for the Superintendent of Public Instruction. As the office manager for the Office of the Superintendent, tasks include but are not limited to: maintaining correspondence and managing communications; preparing administrative reports from varied source materials; reviewing, proofreading, editing, and formatting documents of the Superintendent's Office; ensuring work product quality and accuracy; communicating clearly with Department staff, district leaders, stakeholder, and elected officials; compiling and distributing information; training and orienting staff to agency policies; establishing business relationships and networks; budget tracking and preparation of financial records; managing appointments, presentations, and travel; maintaining

calendars; managing Office staff, including reviewing and approving leave requests and timesheets for subordinate personnel; providing excellent customer service; maintaining poise and professionalism by keeping all information confidential; and maintaining historical records.

Candidates will be asked to demonstrate a working knowledge of functions and operations in an administrative office. Prior experience working in state government is preferred. The candidate must have the ability to clearly communicate detailed and complex information to others on behalf of the Superintendent; learn new tasks and information quickly, adapt to new protocols and practices easily, and always be able to maintain a professional demeanor.

**TO QUALIFY:**

BS/BA in Business, Management, or other related field; *OR* Graduation from high school or equivalent and five years of progressively responsible administrative support experience including administrative support to multiple senior level staff; *OR* an equivalent combination of education and experience. Experience within a governmental, legal, or executive setting is preferred.

**POSITION LOCATION:** Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.**

(All letters of interest and resumes will be accepted on a first come, first served basis. Applications received earlier in the year will be considered. Hiring may occur at any time during the recruitment process.)

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Please submit a resume, letter of interest, and three professional references at:

**Internal:** <https://hcm20.ns2cloud.com/sf/jobreq?jobId=8223&company=SONHCM20>

**External:** <https://nv.jobs2web.com/job-invite/8223/>

**Questions may be directed to:**

Tanya Benitez: [t.benitez@doe.nv.gov](mailto:t.benitez@doe.nv.gov)

In subject line please reference: **Executive Assistant**

*The State of Nevada is an Equal Opportunity Employer.*